

TOWN OF WINGATE COMMUNITY CENTER
Building Usage Guidelines
Building Availability: 6 AM through 11 PM

1. All food and drink must be kept in the meeting room and kitchen area. No drinks or food will be allowed in the restrooms or storage areas.
2. At no time should anything be taped or glued to the walls or windows of the facility. With the exception of the chairs and tables, no attempt should be made to move or in any way alter the original position of any item in the facility.
3. Tobacco products and alcoholic beverages of any kind are prohibited inside the building and within the town park.
4. Only Town of Wingate's employees should change, adjust, or modify equipment. We ask that you allow us to assist in the use of permanently installed electronic equipment, i.e. thermostats, sound systems, etc.
5. The renting party will be billed \$100.00 per hour for each hour over the rental schedule.
6. If there is excessive damage or the renting party has not met the cleaning requirements (trash not discarded, carpet stains cleaned, etc.), the renting party forfeits the deposit and may incur a bill for the difference.
7. The key to the facility must be returned to Town Hall on the next business day after use. Failure to return the key during this period will result in the forfeit of the deposit.
8. Community Center items (kitchen utensils, cleaning items, tables & chairs, etc.) should not leave the facility.
9. Confine your group to the building that has been rented. Do not enter private offices or other restricted areas. Do not congregate in the parking areas.
10. We reserve the right to have multiple rentals on any given day.
11. We reserve the right to withhold deposits based on the discretion or involvement of town staff.





Mayor Bill Braswell

Town Commissioners
Barry Green
Gary Hamill
John Mangum
Brent Moser
Peggy Taylor

P.O. BOX 367 • Wingate NC 28174 • TEL: (704) 233-4411 • FAX: (704) 233-4412

CLEANING REQUIREMENTS

12. All trash must be disposed of in the large dumpster located in the park NOT outside of building. We do NOT provide trash bags.
13. All carpet spills and floor spills must be cleaned up. If there is staining and it requires special cleaning or if there is permanent damage, your deposit may be forfeited and you may incur a bill for the difference.
14. The kitchen must be returned to its starting condition. We do NOT provide cleaning supplies or solutions.
 - a. All trash removed
 - b. Floors cleaned
 - c. Countertops and stove cleaned
 - d. All items removed from refrigerator
15. The restrooms must be cleaned and returned to their starting conditions.
16. All decorations or other tabletop uses are removed and floors vacuumed.
17. All items the rental party brings must be taken with them at the conclusion of the event. The Town of Wingate is not responsible for items left behind.

Thank you for choosing the Town of Wingate's Community Center

I have read and understood ALL of the Guidelines.

Signature of Lessee _____

Date _____

